



CITY OF
*M*ARICOPA®
PROUD HISTORY • PROSPEROUS FUTURE



DIRECTOR OF
DEVELOPMENT
SERVICES



UNIQUE OPPORTUNITY

This is an exceptional opportunity for a creative, forward-looking professional to help shape the future development of one of Arizona's newest, up-and-coming communities.

THE COMMUNITY

The City of Maricopa, a community with a "Proud History and Prosperous Future," is strategically connected to the nearby Metro Phoenix and Central Arizona region. It is located just 20 minutes from the Phoenix Metropolitan area and 35 minutes from Sky Harbor International Airport. Maricopa was incorporated as Arizona's 88th municipality in 2003. Since then, rapid growth has transformed the City from a population of less than 5,000 residents into a bustling population of over 43,000. Growth projections place the population at well over 100,000 within the decade and over 200,000 at build-out.

With strong ties to its agricultural roots, Maricopa has enjoyed an influx of young families and retirees seeking a family-oriented environment and separation from urban issues while enjoying ready access to "big city" amenities. Maricopa's local amenities are growing with current and planned access to quality dining, retail, lodging, recreational and cultural amenities. Maricopa neighborhoods boast local healthcare, attractive lakes, parks,

athletic venues, and educational opportunities. Within the next year, residents will enjoy a new local community college campus, a new city hall, a new regional park, and a new multi-generational and aquatic center.

Maricopa's housing affordability, quality of life, and family-oriented atmosphere continue to attract newcomers who enjoy

the area's full-service city library, newly constructed public and charter schools, city park, and growing retail and entertainment venues.

MISSION

The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

THE DEPARTMENT

The mission of the Development Services Department is to provide quality customer service by effectively facilitating the development process while protecting the health, safety, and public welfare of the community.

The Development Services Department is comprised of the following divisions:

Planning & Zoning

This Division guides the physical development of the City through: implementation of the Maricopa General Plan; administration and updating of the Zoning Ordinance; processing of rezoning requests

and general plan amendments; development of area and neighborhood plans; development of long range growth strategies; and support of the Planning and Zoning Commission.

Building Safety

The mission of the Building and Safety Division is to protect the lives and safety of the residents and visitors of Maricopa, preserve the City's quality of life, and contribute to its economic development. This is accomplished through implementation of the building, plumbing, mechanical and electrical codes, as well as energy, disabled access regulations, and local and state laws for construction and maintenance of commercial, industrial, and residential buildings. Maricopa has adopted nationally recognized building codes, which set forth minimum requirements that are vital to safeguard the public health, safety and general welfare through structural strength and stability. This is accomplished based on a three-tiered process – plan review, permit issuance, and inspections.

Engineering

This Division provides in-house professional engineering services, including but not limited to, reviews of engineered project improvement plans and reports, development agreements, easements, and all other engineering related and necessary documents required for project development. Engineering ensures that projects



are compliant with local, county and national engineering standards, the City's Zoning and Subdivision Ordinance, City Code, and other statutory regulations.

Transportation

The mission of the Transportation Division is to continually improve the quality of the City's transportation network, providing its citizens with the safest and most efficient transportation system possible. Transportation's vision is to become the best managed transportation organization in the United States – meeting the needs of customers through quality, innovation, engineering and excellence.

Development Services Department resources include 33 full-time positions (current staff of 29) and a FY 2012 budget that contains: \$2.4 million general fund operating budget; \$1.4 million Highway User Revenue Fund (HURF) operating budget; \$410,000 HURF Fund (CIP); \$1 million Road Tax Fund (CIP); \$17 million Transportation Improvements Fund (CIP). Current direct reports to the Director of Development Services include: Planning and Zoning Administrator, Chief Building Official, Streets Maintenance Superintendent, Transportation Planner, Engineering Manager, Facilities Coordinator, Capital Improvement Plan Manager, Fleet Manager, and Administrative Assistant. The Director reports to the Assistant City Manager while working closely with the City Manager.

For further information about the City of Maricopa, see its website at: www.maricopa-az.gov.

ISSUES AND PRIORITIES

In preparation for the recruitment of a new Director of Development Services, the City has identified the following issues and priorities that will need to be addressed by the successful candidate.

Growth/Development – Maricopa has experienced explosive growth over the last decade, with residential development expected to boom again as the housing market rebounds.

Organizational

Assessment – The City is in the process of restructuring the Department of Development Services, with a number of key vacancies being filled, including the new position of Assistant Director of Development Services. The new Director will be afforded the opportunity to realign the Department to optimize the efficiency and effectiveness of Development Services for the benefit of the community.

Capital Improvement Program –

The City's CIP has a number of major projects (City Hall, Police Administration, Fire Station, Public Works Yard, Regional Park, transportation improvements) that are underway and will require the oversight of Development Services through completion in the next 12–24 months.

Infrastructure – Improvements to the City's existing infrastructure, and the development of new infrastructure that comes with growth, will require the immediate and future attention of the new Director. This will include coordinating activities with outside agencies to provide for the transportation and utilities (water/wastewater) needs of the community.

Floodplain Management – Working in conjunction with various flood control management agencies to provide for the health and safety of Maricopa residents. This includes the ongoing updates of the floodplain maps in coordination with FEMA and the Pinal County Flood Control District.

Information Technology – Incorporating plans to automate City Departments to provide for optimum customer service. The Director will continue seeking ways to make the best use of emerging technologies to provide for greater efficiencies for Development Services.



Department Leadership –

Development Services is in need of a strong leader who can direct, guide, and mentor staff with the appropriate level of delegation to allow for growth and development.

THE IDEAL CANDIDATE

The ideal candidate will be a well rounded public sector professional with in-depth knowledge and experience in local government operations related to development services. The City is desirous of an experienced manager with strong leadership skills and the ability to assess the Department's operations and staffing while proactively bringing solutions for improving its efficiencies and effectiveness. Exceptional verbal and written communication skills are essential for success in this role. The successful candidate will be comfortable in making public presentations to large and small groups and will be a team-oriented manager who seeks ways to mentor and grow his/her professional staff. While technical expertise is expected, the new Director will possess exceptional interpersonal skills with the proven ability to effectively engage the City's internal and external customers. A healthy sense of humor and an optimistic attitude will complement the City's energetic and dedicated management team.

Specific requirements are as follows:

Qualifications

Experience: At least eight years of increasingly responsible



experience in the management of a multi-functional regulatory agency servicing the development and construction community, including at least five years at a supervisory level.

Education: A Bachelor's degree from an accredited college or university is required in urban planning or closely related field; Master's degree, AICP certification or P.E. license are strongly preferred.

Competencies and Personal Characteristics

In addition to the requirements stated above, the ideal candidate will possess the following additional characteristics, competencies and style:

- Technically competent with significant senior management experience; brings credibility to the position.
- Strong generalist with municipal government background.
- Ability to effect positive organizational change; not a "status-quo" manager.
- Experienced working with a regional planning organization and other stakeholder agencies (e.g. ADOT, US DOT, Maricopa Association of Governments).
- Forward-thinking with a strategic mindset.
- High level of energy and enthusiasm; innovative, proactive with a can-do attitude.

COMPENSATION AND BENEFITS

The salary range for this position is **\$93,364 to \$128,703** (appointment generally made at the lower end of the range depending on qualifications). The City also offers an attractive benefits package including the following elements:

- **Retirement Plan** – Arizona State Retirement System (ASRS)
- **Health Plan** – Medical, dental, and vision benefits
- **Insurance** – Paid employee life insurance, AD&D, short and long-term disability benefits
- **Deferred Compensation Plan** – 457 Plan
- **Holidays** – 11 days per year
- **Vacation** – 11 days per year minimum increasing depending on years of service
- **Sick Leave** – Accrued at the rate of one day per month

Maricopa City Hall operates on a 4-10 schedule

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit a cover letter, resume, four work-related references and indication of current salary by **Monday, March 11, 2013**. Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Forward your materials to Stuart Satow:

CPS HR CONSULTING

CPS HR Consulting
241 Lathrop Way
Sacramento, California 95815
Tel: 916 263-1401
Fax: 916 561-7205
E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City of Maricopa. City officials will select a smaller group of finalists to participate in an assessment process to be coordinated with the City in April. Please contact Stuart Satow with questions: ssatow@cps.ca.gov.

The City of Maricopa is an Equal Opportunity Employer

